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POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT FO-199 (06/16) INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "meterial changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter Identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragrephs and indicate the percentage of fotal time occupied, indicate the "assential functions" of the position by placing an esterisk (?) in front of those individual duties you determine to be sesential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.  Percentage of Time Required  Effective on the date indicated, the employee assigned to the position identified the following duties and responsibilities.  Under the general supervision of the Unit Forester, serves as the Resource Ma Program Technician II:  30%  "Processes all incoming mall. "Picks up, opens and date stamps all incoming in service, publicly accessed email, Ups, express mail, facsimile, inter-office); and type, prioritizes, and processes accordingly. Scans documents for confidential routes the material to specified individuals. "Determines and routes documents staff. "Pulls files associated with incoming amendments, and places in process forester review. "Assesses incoming documents, and assists in maintaining the distributing outgoing mail and mailing labels.  20%  "Processes Timber Harvesting Documents (THD) for foresters. This includes p extensive data entry in the Forest Practice System database. "Maintains the U Practice log book spreadsheet, general filling and faxing of documents. "Photoc and distributes documents accordingly. "Archives THDs.  "Assists at the pu			
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*These are the essential functions for this position. Essential functions are those functions that the the position must be able to perform unaided or with the assistance of a reasonable accommodation to be a second to conduct the position must be able to perform unaided or with the assistance of a reasonable accommodation to conduct the property of the position must be able to perform unaided or with the assistance of a reasonable accommodation to conduct the position must be able to perform unaided or with the assistance of a reasonable accommodation to the position must be able to perform unaided or with the assistance of a reasonable accommodation to the position must be able to perform unaided or with the assistance of a reasonable accommodation to the position must be able to perform unaided or with the assistance of a reasonable accommodation to the position must be able to perform unaided or with the assistance of a reasonable accommodation to the position must be able to perform unaided or with the assistance of a reasonable accommodation to the position of the position must be able to perform unaided or with the assistance of a reasonable accommodation to the position of the position o	on.		
a professional manner that demonstrates respect for all employees and others they come in contact with during work			
hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees			
are responsible for promoting a safe and secure work environment free from discrimination, harassme	ent. inappropriate		
conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
MAIO house discussed this do somewhile the inclines and on death 1st			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature Date Supervisor Signature Date	**************************************		
Personnel use only  Posted to Directory			

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Program Technician II
Percentage of Time Required	Effective on the date indicated, the employee a the following duties and responsibilities.	assigned to the position identified above performs
10%	*Participates in Unit Committees by taking minutes and producing final copies. *Prepares letters and memoranda as requested; Assists with special projects as assigned.	
10%	*Assist forestry staff in reviewing grant invoices and conducting grant reconciliation.  Photocopies, scans and files grant documents accordingly. Processes financial documents for resource management. Photocopies, scans and files grant documents accordingly.	
To the second se		
an agen and a company	*These are the essential functions for this position. Essen the position must be able to perform unaided or with the as	rtial functions are those functions that the individual who holds ssistance of a reasonable accommodation.
a professional manne hours, during work rel are responsible for pri conduct, or retaliation	r that demonstrates respect for all employees a ated activities, and anytime they represent the c omoting a safe and secure work environment fre	mployees are expected to conduct themselves in nd others they come in contact with during work department. Additionally, all CAL FIRE employees se from discrimination, harassment, inappropriate
"We have discussed t	his document in its entirety and understand the	duties of this position."
Emolovee Signalure Personnel use only	Date Supervisor 8 Posted to Directory Initials and D	